

To: Procurement Sub Committee

On: 29th March 2016

Report by:

**Joint Report
by
Chief Executive and Director of Development and Housing Services**

Contract Authorisation Report

Anchor Centre Re-roofing

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a Standard Building Minor Works Contract with Contractors Design (SBCC/D/Scot 2013) for re-roofing works to the Anchor Centre, 51-55 Stock St, Paisley PA2 6NG.
 - 1.2 This procurement exercise has been tendered in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Strategic Commercial Category Manger and the Head of Property Services.
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2. Recommendations

- 2.1 It is recommended that the Procurement Subcommittee authorise the Head of Corporate Governance to award the Contract for the re-roofing works at the Anchor Centre RC/OC/111/16 to Curtis Moore (Cladding Systems) Limited.
- 2.2 The procurement Sub-Committee is asked to note that the value of this contract is £386,867.86, excluding VAT.
- 2.3 The Date for Commencement of the Works is early April 2016 and the Date for Completion is 16 weeks from the Date of Commencement of the Works. The actual date of commencement will be confirmed in the Letter of Acceptance.
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3. Background

- 3.1 The Council has a requirement for a suitable qualified and experienced contractor to carry out the replacement of existing roof finishes with standing seam roof sheeting complete with renewal of rainwater goods, roof lights, flashings, valley gutters, fascia, verge and soffit linings.
- 3.2 A Contract notice was published on the Public Contract Scotland advertising portal on 13th January 2016 with the tender documentation available for downloading from the Public Contract Scotland – Tender website. During the tendering period fifteen companies expressed an interest in the contract. By the closing date set for return of electronic tenders, 12 noon on 05th February 2016, two companies submitted a response and thirteen failed to respond.
- 3.3 The tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health & Safety and Property Services against pre-determined Bid Selection Criteria which assessed their capacity, experience & track record and their technical and financial capabilities.
- 3.4 Both companies met the Bid Selection Criteria and were evaluated against a set of Award Criteria.
- 3.5 The advertised Award Criteria was based on a Price/Quality ration of 65%/35%. Tenders were evaluated by CPU and representatives of the service are. The final agreed scores relative to the Award Criteria of the tenderer are detailed in table 1 below:

	Price (65%)	Quality (30%)	Community Benefits (5%)	Total (%)
Clark Contracts Ltd	54.86	23.00	5	82.86
Curtis Moore (Cladding Systems) Limited	65.00	17.00	5	87.00

- 3.6 Based on the results of the evaluation, Curtis Moore (Cladding Systems) Limited represents the Most Economically Advantageous Tender in terms of Price and Quality.
- 3.7 Financial costs in respect of this contract will be met by Development and Housing Service's Capital Budget for Financial Year 2015/16.
- 3.8 Community benefits were requested as part of this Contract and, Curtis Moore (Cladding Systems) Ltd committed to the following community benefits;

Description	Quantity
Modern Apprenticeships	2
Graduates	1
Trainee Position	2
Work Experience Placements (14-16 years of age)	1
Industry Awareness Days	1
Supply Chain Briefings with SME's	9
Business Mentoring SME's	2
Business Support Social Enterprises, Supported Businesses, Third Sector Organisations	1
S/NVQ's or equivalent for Existing Employees	2

Implications of the Report

1. Financial

The financial status of Curtis Moore (Cladding Systems) Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company have satisfied the Council's requirements in relation to financial stability.

2. HR & Organisational Development

N/A

3. Community Planning

Curtis Moore (Cladding Systems) Ltd has a commitment to deliver a number of Community benefits under this contract as detailed in section 3.8 of this report.

4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts

5. Property/Assets

If the works under this contract are not carried out, the Anchor Centre could suffer disrepair.

6. Information Technology

N/A

7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

Curtis Moore (Cladding Systems) Ltd health and safety submission has been evaluated by Corporate Health & Safety and have met the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

Curtis Moore (Cladding Systems) Ltd insurances have been assessed and evaluated to confirm that they have met the minimum requirement regarding risk.

11 **Privacy Impact**

N/A

List of Background Papers

None

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